



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS ARNOLD ENGINEERING DEVELOPMENT CENTER (AFMC)
ARNOLD AIR FORCE BASE, TENNESSEE

AEDC/CC
100 Kindel Drive, Suite A303
Arnold AFB, TN 37389-1303

25 MAR 2002

TO ALL PROSPECTIVE OFFERORS

We've started the process to compete our operations, maintenance and support contracts. I consider this a tremendous opportunity for process improvements, to flesh out new and better ways of doing business and putting in place state-of-the-art management tactics, techniques and procedures. To succeed, the AEDC acquisition strategy has to incorporate what's important to our stakeholders and to our partners in industry.

The release of our Request for Information (RFI) on 14 March 2002 provides an opportunity for you to actively engage with us. To help prepare your response, I'm inviting you to participate in a first of its kind AEDC Industry Meeting on 15 April 2002. The event will be held here at AEDC at our Gossick Leadership Center (GLC).

We plan on sharing the results of our Stakeholders Conference where test customers gave us valuable feedback regarding where Team AEDC needs to improve. We'll also share the results of our internal risk assessment that's helping us shape our acquisition strategy. The short tour we've planned will give you a better idea of how this \$7B national asset operates. I believe you'll gain valuable insight and perspective.

I am absolutely committed to seeking the most productive and efficient arrangement of AEDC's operations and management. Please spend the day with us on 15 April as we begin to shape the future of AEDC.

Sincerely

A handwritten signature in black ink, appearing to read "David J. Eichhorn", is written over the typed name.

DAVID J. EICHHORN
Colonel, USAF
Commander

Attachments:

1. Agenda
2. Registration Form/Information Sheet



22 March, Version #2
OPR: Mr. John Sutton, Commercial 931 454-6886
Alternate: Ms Karen Herget, Commercial 931 454-6886



AGENDA

AEDC INDUSTRY MEETING

15 APRIL 2002

TIME	ACTIVITY	TRANSPORTATION / LOCATION
0730 – 0800	Registration at the Gossick Leadership Center (GLC)	GLC
0800 - 0810	Executive Director's Welcome	GLC
0810 - 0845	AEDC Overview	GLC
0845 - 0930	Review Draft Statement of Objectives (SOO)	GLC
0930 - 1100	Tour AEDC Mission Area	Tour Vans
1100 - 1145	Lunch at the Gossick Leadership Center	GLC
1145 – 1315	Stakeholders Conference Results	GLC
1315 – 1330	Break	GLC
1330 – 1500	AEDC Risk Assessment Results	GLC
1500 – 1530	Discussion and Closing Remarks	GLC

AEDC Participants:

Mr. Alan Goldstayn (Al), Executive Director
CAPT Larry V. Judge, (L J), Vice Commander
Mr. Ron Polce (Ron), Competition Program Manager
Mr. Bill Gray (Bill), Support Directorate
Mr. Temple Bowling (Temple), Procurement Division
Mr. James Parker, (Jim), Chief, Investment Division
Mr. Al Simmons (Al), Deputy, Base Civil Engineer
Mr. John Sutton, (John), Chief, Contracting Division

AEDC Industry Meeting

Market Research

15 April 2002

Information Sheet

WELCOME

We're delighted you'll be visiting with us to learn more about AEDC and this acquisition. We are absolutely committed to seeking the most effective, productive and efficient arrangement for managing, operating and maintaining AEDC. This acquisition is a major window of opportunity to transform and make significant improvements in the way we do business and serve our test customers.

AGENDA

Our agenda is structured to help you begin understanding this very complex test and evaluation center. Our goal is to give you additional insight into the challenges we face by sharing the results of our Stakeholders Conference and our Risk Assessment. We'll also review our preliminary Statement of Objectives. We believe this information will be helpful to you in preparing your response to our Request for Information (RFI), and later, our Request for Proposal (RFP).

MEETING LOCATION

The AEDC Industry Meeting will be held in the Gossick Leadership Center (GLC) at the Arnold Engineering Development Center (AEDC), Arnold AFB, TN on 15 April 2002. The majority of time will be spent at the GLC; however, a short tour of some of AEDC's test and support facilities is also planned.

REGISTRATION

Due to our limited facilities, we are asking that each company send no more than two representatives. Please complete the attached registration form and e-mail or fax it to us at (931) 454-6726 by 8 April 2002. **ALL VISITORS SHOULD BE U.S. CITIZENS.** If your company intends to send a foreign national, then you must contact us immediately to begin the clearance process. If you're a U.S. citizen and represent a foreign company, then special authorization is also required.

TRAVEL ARRANGEMENTS

For visitors flying into Nashville International Airport, transportation to AEDC by rental car is the best choice. Travel time between the airport and AEDC is approximately 1 hour 10 minutes by car, so plan your arrival and departure times accordingly. See the attached maps for directions to the GLC on Arnold AFB from the Nashville area.

Directions from the Nashville Airport:

From airport take Exit 56B to Chattanooga I-24 East (map enclosed)

Travel approximately 65 Miles to Exit 117

Turn right on exit ramp onto Wattendorf Highway

Travel past Gate #2 (on right) - Turn left onto Pumping Station Road

Turn right onto Northshore Drive

The GLC is on the third road to the left

There will be Industry Meeting signs directing you to the GLC once you exit Interstate 24 at Exit 117. There are no fuel stations on base; however, fuel is available at Exits 110, 111, or 114 in Manchester.

Transportation will be provided for the tour. Unless special arrangements are made, you will not be permitted to drive your vehicle within the fenced industrial area.

DRESS REQUIREMENTS

Business attire, however, you may want to bring comfortable shoes for the tour.

LUNCH

A box lunch (turkey, ham, or tuna sandwich) and morning and afternoon refreshments will be served at the GLC at a cost of \$10 per person. If you have a special dietary restriction, please let us know. This facility is located in a secluded area on Woods Reservoir and no other dining services are available. We request that you pay in advance by check. Checks should be made out to "PK Fund." Please send your check to USAF/AEDC, PK - ATTN: Ms Karen Buckner, 100 Kindel Drive, Suite A-337, Arnold AFB TN 37389-1337.

INDUSTRY MEETING INFORMATION

The meeting "command center" will be the Gossick Leadership Center. Telephone calls can be routed to commercial (931) 454-3011 or 3019 (DSN 340-30011/3019). These telephones will be manned from 0700 to the end of the day. Telephones are located in offices adjacent to the main meeting room for incoming and outgoing calls.

If you require any additional information or assistance, please call Ms. Karen Herget or Mr. John Sutton, at commercial (931) 454-6886 or DSN 340-6886.

REGISTRATION FORM

Arnold Engineering Development Center (AEDC) Arnold AFB TN

AEDC Industry Meeting

(Please complete a separate form for each attendee)

COMPANY NAME _____

Name of Representative _____

Title _____ **Citizenship** _____

Address _____

Phone _____ **E-mail** _____

Small Business _____ **Large Business** _____

Box Lunch Preference:

Turkey Sandwich _____ **Ham Sandwich** _____ **Tuna Sandwich** _____

Special dietary restriction _____

**If you require any additional information or assistance, please call
Ms. Karen Herget or Mr. John Sutton at (931) 454-6886**

**Please e-mail your completed form to AEDC/SSO@arnold.af.mil or fax
it to (931) 454-6726. Payment for lunch should be mailed to the address
shown in the Information Sheet.**

Nashville Airport to AEDC



